



## REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SERVICES

**RFP Title:** Grandstand roofing and related improvements

**RFP Response Due Date and Time:**  
9:00 a.m., Mountain Time/ December 2, 2013

**Number of Pages**  
(including cover): 7

**Issue Date:**  
November 07,  
2013

### ISSUING AGENCY INFORMATION

**Flathead County Fairgrounds**  
265 N Meridian Rd., Kalispell, MT 59901

**Single Point of Contact (SPOC):** Mark Campbell: (406) 758-5810, [macampbell@flathead.mt.gov](mailto:macampbell@flathead.mt.gov)  
**Website:** <https://flathead.mt.gov/fairgrounds/projects.php>

### INSTRUCTIONS TO FIRMS

**Return Sealed Proposal to:**  
Mark Campbell  
Flathead County Fairgrounds  
265 N. Meridian Rd.  
Kalispell, MT 59901

**Mark Face of Envelope/Package with:**  
  
***RFP Response-Grandstand Project***

**Special Instructions:**

### FIRMS MUST COMPLETE THE FOLLOWING

**Firm Name/Address:**

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

**Print name and title and sign in ink. By submitting a response to this RFP, offer or acknowledges it understands and will comply with the RFP specifications and requirements.**

**Type of Entity (e.g., corporation, LLC, etc.)**

**Phone Number:**

**E-mail Address:**

**FAX Number:**

**FIRMS MUST RETURN THIS COVER SHEET WITH RFP RESPONSES**

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

---

The Flathead County Fairgrounds is requesting statement of qualification proposals from firms interested in providing Architectural services to Flathead County pursuant to the requirements of Sections 18-2-502 and 18-8-201 *et seq.*, M.C.A. Services needed include renovation design, engineering, construction plans, bid specifications, and construction oversight for the Grandstands roofing and related project, located at 265 N. Meridian Rd., Kalispell, Montana. Work will be comprised of roofing replacement, understructure refinishing, emergency lighting installation, re-mounting of arena lighting fixtures, handicapped seating renovation, and removal of existing small roof structures. (Please reference attachments to view current structure photos). Construction will ideally begin in the early spring of 2014.

**RFP Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:

Mark Campbell, Flathead County Fairgrounds  
265 N. Meridian Rd., Kalispell, MT 59901  
(406) 758-5810, [macampbell@flathead.mt.gov](mailto:macampbell@flathead.mt.gov)

- A Pre-Proposal Conference and facility tour will be conducted at **2 pm, Friday, November 22, 2013 in the office of the Flathead County Fairgrounds** located in the Grandstand, 265 N. Meridian Rd., Kalispell, MT. All firms interested in submitting a proposal are encouraged to attend.
- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by **November 20, 2013**. No additional project questions will be addressed after this date. A Response addendum listing all questions received and Flathead County's responses will be posted by **November 21, 2013** on the Flathead County webpage at: <https://flathead.mt.gov/fairgrounds/projects.php>.
- **Proposals must be submitted to the SPOC no later than 9:00 am on December 2, 2013.**
- **Five (5) copies** of the RFP response proposal must be submitted as well as **one (1) electronic disk copy**.
- Please label outside of response package envelope as: ***RFP Response-Grandstands Project***
- Proposals are scheduled for opening by the Evaluation Committee at 9:15 am, December 2, 2013 at the Fairgrounds Office.

### TARGET SCHEDULE OF EVENTS

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
<b>Deadline for Receipt of Written Questions on RFP</b>	<b>November 20, 2013</b>
<b>RFP Question Responses Posted on County Website</b>	<b>November 21, 2013</b>
<b>Pre-Proposal Conference</b>	<b>November 22, 2013</b>
<b>RFP Proposals Due to Fairgrounds Office</b>	<b>December 2, 2013</b>
<b>Intended Date for Contract Award</b>	<b>December 9, 2013</b>
<b>Finalized Design/Construction documents due:</b>	<b>February 7, 2014</b>
<b>Construction Bid Process</b>	<b>February 2014</b>

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

---

**Project kick-off**  
**Project Completion**

**April 2014**  
**May 2014**

### BACKGROUND INFORMATION

The Fairgrounds site was established in 1910 and hosts the annual NW Montana Fair & Rodeo along with 200+ annual events. The grandstands are the oldest structure on the site and seat 2,700+ patrons, enclose an 11,822 sq ft exhibit area, and incorporate the Fairground offices. Flathead County recognizes this valuable resource and is willing to commit time and resources to preserving the facility. Proposed upgrades will protect the facilities upper and lower levels from weather, extend the life span of structural components, and provide added safety for guests attending events. While this is not a major renovation project, it does focus resources to providing a long-term solution for several key components of the facility preparing it for early summer planned activities.

### SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include architectural (including but not limited to structural engineering) services and construction oversight for the Project.

- ☐ Design and plan roofing replacement (all 3 levels), structural steel protection, emergency lighting system, and handicapped seating addition/remodel to include architecture, structural engineering, electrical engineering, civil analysis of the project components;
- ☐ Work with stakeholders to determine the most appropriate and efficient final design along with implementation timelines;
- ☐ Prepare the contractor bid package(s) in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for any bid solicitation, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder;
- ☐ Conduct a pre-construction conference and issue the notice(s) to proceed;
- ☐ Provide construction oversight including regular on-site supervision of construction work, facilitating and recording construction and safety meetings, construction administration and preparing inspection reports;
- ☐ Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

---

requirements; assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for any subcontractors) to assure compliance with federal Davis-Bacon and/or state prevailing wage labor standards.

- ☐ Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- ☐ Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- ☐ Review and approve all contractor/subcontractor requests for payment and submit approved requests to Flathead County for payment processing;
- ☐ Provide one complete set of as-built, reproducible plan drawings to the County upon project completion; and
- ☐ Conduct final inspection and testing.

### STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

#### Pre-Proposal Conference

An optional Pre-Proposal Conference will be conducted on November 22, 2013 at 2:00 pm. The Pre-Proposal Conference will be held in the Flathead County Fairgrounds Office, located 265 N Meridian Rd., Kalispell, MT). Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the County of any ambiguities, inconsistencies, or errors discovered upon examination of this RFP. All responses to questions during the Pre-Proposal Conference will be oral and in no way binding to the County. Participation in the Pre-Proposal Conference is optional; however, it is advisable that all interested parties participate.

#### Proposal Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit five (5) full copies of their RFP response proposals and one electronic disk copy to the single point of contact for this solicitation by **9:00 am, December 2, 2013. No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes.

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

---

Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail or in writing to the single point of contact on or before November 20, 2013. A Response Addendum listing all questions received and Flathead County's responses will be posted by November 21, 2013 on the Flathead County webpage at: <https://flathead.mt.gov/fairgrounds/projects.php>. It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the Fairgrounds Office, 265 N. Meridian Rd., Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of \$1.00 per disk copy.

### **Proposal Content:**

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses should include:

- 1) The firm's legal name, address, telephone number and principal contact e-mail address;
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- 4) Description of the firm's prior experience, including design and construction management of any similar renovation projects, location of project, and total construction cost;
- 5) Description of the firm's current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
- 6) The proposed work plan and schedule for activities to be performed; and
- 7) Minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional

## **REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES**

---

references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

### **Evaluation Criteria:**

Respondents will be evaluated and scored according to the following factors:

- 1) Overall quality of the Statement of Qualifications – 15%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 25%
- 3) The consultant's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner– 15 %
- 4) Consultant Location – 10%
- 5) Present or projected workload that would affect completion of the project – 15%
- 6) Related experience on similar projects – 15%
- 7) Recent or current work related to Flathead County – 5%

### **ARCHITECTURAL FIRM SELECTION PROCESS**

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked architectural firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning and construction management, and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractors insurance showing at least \$1,000,000

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

---

worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

